


DDP Case File Records Memo 2
Disposition 

16 May 1960

MEMORANDUM FOR: Chief, Records Management Staff, DD/S
RMOs, CS Staffs and Divisions



SUBJECT : Procedure for Retiring Files

REFERENCE : Memo to Chief, RMS dated 23 February 1960, Subject: Identification and Processing of Extremely Sensitive Documents


1. Para. 2 of the reference memorandum is rescinded and the following is substituted:

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2. Retirement

Effective 16 May 1960, when files are retired in accordance with  and marked "Restrict to Branch" in Section II of Form 1666, the material will be processed at the Records Center in the normal manner. However, in case there is a request for an individual document within such files,  will insure that permission of the restricting branch is obtained prior to release to any other personnel. If the form is marked "Restrict to CS Personnel", individual documents in such files will be shown to authorized CS personnel without referral back to the originating desk. In the relatively rare cases where documents being retired are too sensitive to be seen by any personnel outside of the branch (including other CS personnel), such documents will be enveloped separately by the branch, sealed and marked with black tape and the phrase "To be opened only by personnel of Branch, Staff or Division". Such extremely sensitive documents may be placed in the boxes of material being retired along with other material.

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2.  will develop with each of the concerned Staffs or Divisions appropriate procedures concerning access to material now at the Records Center which was retired prior to 16 May 1960 and marked "restricted".


DD/P Records Management Officer

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